



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5430.78C
SO-2

5 NOV 1985

SECNAV INSTRUCTION 5430.78C

From: Secretary of the Navy
To: All Ships and Stations

Subj: ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES FOR THE
MANAGEMENT OF CIVILIAN PERSONNEL POLICIES AND PROGRAMS
WITHIN THE DEPARTMENT OF THE NAVY

1. Purpose. To assign responsibilities for the management and administration of civilian personnel policies and programs in the Department of the Navy (DON) for appropriated and nonappropriated fund personnel. Because this instruction is a major revision, changes are not indicated.

2. Cancellation. SECNAVINST 5430.78B

3. Policy. The Secretary of the Navy, or his designee, is responsible for the establishment of Department-wide civilian personnel policies and programs. The chain of command is responsible, as delineated in this instruction, for the implementation of those policies and programs. Managers and supervisors, at all levels, are responsible for the management of assigned civilian personnel with technical guidance and assistance being provided by personnel specialists.

4. Action

a. The Secretary of the Navy delegates to the Assistant Secretary of the Navy (Manpower & Reserve Affairs) (ASN(M&RA)) the authority and responsibility for establishing Department-wide policies and programs for civilian personnel, excluding the Career Senior Executive Service (SES). The ASN(M&RA) will exercise these civilian personnel management responsibilities and authorities subject to the direction of the Under Secretary of the Navy. The responsibilities and authorities herein delegated to the ASN(M&RA) may not be redelegated.

b. The authority and responsibility for the development of Department-wide policies and programs relative to the management and administration of the Career Senior Executive Service (SES) is delegated to the Under Secretary of the Navy (USN). The authority and responsibility herein delegated to the USN may not be redelegated. In exercising this authority and responsibility, the USN shall:

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(1) Develop a rotation plan for career SES personnel. The USN will establish and manage a program by which members of the career Senior Executive Service within the DON shall rotate jobs at least once every five years unless granted a waiver by the Secretary. Individual rotations will be recommended to the Department of the Navy Civilian Executive Resources Board (DONCERB). The DONCERB has authority to order such rotations, but only the Secretary of the Navy may issue waivers.

(2) Chair the DONCERB.

(3) Have the authority to assign career members of the Senior Executive Service to pay levels ES-5 and ES-6. This authority may not be redelegated.

c. Within the Office of the ASN(M&RA), there will be established the position of Director of Civilian Personnel Policy/Equal Employment Opportunity (DIR CPP/EEO) who will advise the Under Secretary of the Navy and ASN(M&RA) on all DON-wide policies, programs and issues relating to the management of the Department's total civilian workforce.

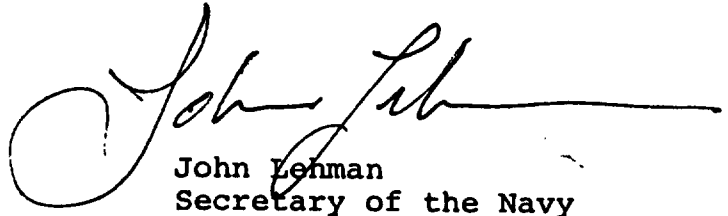
d. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), the Chief of Naval Research (CNR) and the Assistant for Administration (AA/USN) are responsible for the administration of DON civilian personnel policies and programs within their respective organizations. Within their respective organizations they may issue detailed implementing instructions. The CNO, CMC, CNR, and AA/USN will provide assistance to the ASN(M&RA) in the development, issuance, execution and evaluation of DON civilian personnel policies and programs.

e. The ASN(M&RA) shall review and evaluate the performance of the principal civilian assistants for civilian personnel to the CNO, CMC, and CNR. The Under Secretary of the Navy (UNSECNAV) shall retain all performance review authority for the AA/USN.

f. The Secretary of the Navy retains the authority and responsibility for the selection, initial appointment, and promotion of non-career personnel and is the approval authority for DON nominations for the Presidential Distinguished and Meritorious Rank Awards.

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5. Effective Date. The provisions of this instruction are effective immediately.



John Lehman
Secretary of the Navy

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